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ABSTRACT

Written in English and Spanish, the manual lists 11 occupations in which there is a need for workers, the 3 most important skills for doing well in work, and 11 materials found in the career awareness section of the Materials Development and Resource Center. A brief discussion of six steps to obtaining a satisfying job is followed by a listing of seven sources of job openings (e.g., local newspaper, teachers and counselors, friends at school and at church, and the State Employment Service). A check list for job hunters includes 10 items to do before and during the interview. The manual lists 18 questions asked by employers during an interview which pertain to training, experience, and education; job related information; skills and knowledge; relationship with superior and other employees; and personal information. The manual concludes with a listing of nine complaints interviewers have about job applicants and samples of a letter of interest, a resume, and a job application. (NQA)

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CAREER MANUAL

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MIGRANT EDUCATION CENTER

BURRIS-BALL STATE PROGRAM

By
Naftali Rodriguez
Migrant Student Personnel Specialist
May 1982

JUL 1982
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Indiana Department of Public Instruction
Harold H. Negley, State Superintendent

Division of Migrant and Bilingual/Bicultural Education
Santiago Garcia, Jr., Director

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Indiana Department Of Public Instruction
Harold H. Negley, Superintendent
Funded by:
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Division Of Migrant And Bilingual-Bicultural Education

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Did You Know That...

the 11 occupations in which there is a need for workers now are:

- secretary, with word processing skills?
- automobile mechanic?
- accounting clerk?
- plumber/pipefitter?
- electrical/electronic technician?
- nurse, licensed practical?
- drafter?
- dental assistant?
- medical-laboratory technician?
- data entry keyer?
- health record technician?

Indiana Occupational Information
Coordinating Committee
Indianapolis, Indiana

the 3 most important skills for doing well in work are:

- knowing how to read, write and solve math problems?
- the ability to use the tools and equipment of the job?
- the ability to "get along with other people on the job"?

The National Center For Research
in Vocational Education
The Ohio State University
Columbus, Ohio

Sabía Usted Que...

las 11 ocupaciones donde necesitan trabajadores ahora son:

- secretaria con destrezas en el uso de computadoras de oficina?
- mecánico de automóbiles?
- contable?
- plomero/trabajador de sistema de desagüe?
- electricista/técnico en electrónica?
- enfermera?
- delineantes?
- ayudante de dentistas
- técnico de laboratorio médico
- archivero de datos en computadoras?
- mantenedor de registros de salud?

Indiana Occupational Information
Coordinating Committee
Indianapolis, Indiana

las 3 destrezas más importantes en el desempeño exitoso de muchos trabajos son:

- saber matemáticas, leer y escribir bien?
- saber como usar las erramientas y el equipo del trabajo?
- llevarse bien con las otras personas en el trabajo?

The National Center For Research
in Vocational Education
The Ohio State University
Columbus, Ohio

MDRC - Career Awareness Section

1. Sample job applications for practice purposes

2. College and Vocational Center catalogues

3. Rural America - Career Guidance Resource Book

4. Occupational Outlook Handbook

5. Dictionary of Occupational Titles

6. College Placement Annual Listing of companies

7. Placement File - consisting of various companies throughout the U.S. describing the job opportunities in their areas - in depth and information about their company.

8. Career Information pamphlets - consisting of information in all types of fields (ex: Allied Health; Medicine; Industry; Journalism; Transportation)

9. Financial Aid Information

10. Resume Samples

11. Interviewing Information

Información y Materiales Contenidos en la Sección de Familiarización Vocacional del MDRC

1. Ejemplos de solicitudes de empleos.
2. Catálogos de Universidades y de Centros Vocacionales
3. América Rural - Una Guía Vocacional
4. Libro de Perspectivas Vocacionales
5. Diccionario de Ocupaciones
6. Lista de Compañías Comerciales en los Estados Unidos
7. Archivo sobre información y oportunidades de empleo con diferentes compañías comerciales
8. Folleto de información sobre diferentes carreras
9. Información sobre Ayuda Financiera
10. Ejemplos de "Resumes"
11. Información sobre la entrevista de empleo

Six Steps to Obtaining a Satisfying Job

by R.A. "Dick" Patton

(Adapted by N. Rodriguez, BSU, Migrant Education Center, Muncie, Indiana)

1st- Make a list of all work areas you like - NOT specific jobs. For example, think of Artistic rather than Interior Decorator, Painter, etc.; think of Public Contact rather than Airline Agent, Radio Announcer, etc.

2nd- Make a list of your personal strengths and weaknesses. Examples of personal strengths are: good physical appearance, good speaking skills, good organization skills, etc. Examples of personal weaknesses are: you don't feel comfortable among strangers, you don't like to travel much, you are disorganized, etc.

3rd- Forget about the list of strengths and weaknesses for a moment. Now look at the list you made in step 1. Decide what jobs in each work area you like the best. Get information about each job from a library, your teacher or counselor. Study the information carefully (requirements, conditions, benefits, etc.).

4th- Look at the requirements for each job carefully. Based on these requirements, find out what personal strengths and weaknesses from step 2 go with each job. Write these strengths and weaknesses under each job as follows:

Salesman

strengths	weaknesses
- you like material things	- you don't feel good among strangers
- you have good speaking skills	- you don't like to travel much
- you have a good physical appearance	- you are disorganized

Seis Pasos Para Conseguir un Trabajo de Satisfacción Personal

por R.A. "Dick" Patton

(Adaptación y Traducción por N. Rodríguez,
BSU, Centro de Educación Migratoria, Muncie, Indiana)

1ro- Haga una lista de todos las campos vocacionales que le interesan a usted-- NO de trabajos específicos. Por ejemplo, piense del campo Artístico, no del trabajo de Decorador Interior, Pintor, etc.; piense del campo de Contacto Público, no del trabajo de Agente de Líneas Areas, Locutor de Radio, etc..

2ndo- Haga una lista de todas sus características personales sobresalientes y las no-sobresalientes. Ejemplos de características sobresalientes son: buena apariencia física, habla muy bien, le gustan las cosas materiales, es muy organizado, etc.. Ejemplos de características no-sobresalientes son: se siente mal entre personas que no conoce, no le gusta viajar mucho, es desorganizado, etc..

3ro- Ponga la lista de características sobresalientes y no-sobresalientes a un lado. Mire la lista que hizo en el paso 1. Decida que trabajos le gustan más en cada campo vocacional. Busque información sobre cada trabajo en una biblioteca o hable con su maestro o consejero. Estudie cuidadosamente la información (los requisitos, las condiciones, los beneficios, etc.).

4to- Estudie cuidadosamente los requisitos de cada trabajo. Basado en estos requisitos, identifique aquellas características sobresalientes y no-sobresalientes del paso 2 que se relacionan con cada trabajo. Escriba estas características debajo de cada trabajo de la siguiente manera:

Comerciante

Rasgos Sobresalientes	No-sobresalientes
- Le gustan las cosas materiales	- Se siente mal entre personas que no conoce
- Habla muy bien	- No le gusta viajar mucho
- Tiene buena apariencia física	- Es desorganizado

5th- Now find out what kind of a person you are -- Extrovert or Introvert? You are an extroverted person if you enjoy being around people, you are not afraid of saying how you feel about things, you always want to be the leader, etc. You are an introverted person if you are passive, quiet, enjoy doing things alone, don't like to be the leader, etc..

Compare your personality (extrovert or introvert) to the requirements for each job. You will find "positive" (good) and "negative" (bad) comparisons. You should reject those jobs with negative comparisons. Don't feel bad, however, about your negative comparisons. A negative comparison for one job may be possitive for another. For example, introversion may be bad for a salesman. It could be good for a successful Accountant, Machinist, etc..

6th- Now that you have the jobs with positive comparisons, decide what job you like the best. Find out what skills, information and training you need for the job. You may get this information from a State Employment Service, your school counselor, teachers, etc..

Get the necessary training and skills and then start looking for a job.

5to- Determine que clase de persona es usted -- Extrovertida o Introvertida? Usted es una persona extrovertida si a usted le gusta estar con otras personas, no tiene miedo de expresar sus ideas y sentimientos, le gusta ser el líder, etc. Usted es una persona introvertida si usted es pasivo, generalmente callado, le gusta estar solo, no le gusta ser el líder, etc.

Compare su personalidad (extrovertida o introvertida) con los requisitos de cada trabajo. Usted notará comparaciones positivas (buenas) y negativas (malas). Rechace aquellos trabajos con comparaciones negativas. No se sienta mal por las comparaciones negativas. Una comparación negativa de un trabajo puede ser positiva para otro trabajo. Por ejemplo, introversión puede ser una desventaja para el trabajo de Comerciante, pero una ventaja para los trabajos de Contable, Maquinista, etc.

6to- Ahora que tiene los trabajos con comparaciones positivas, escoja el que más le gusta. Investigue las destrezas, el conocimiento, y la preparación que usted necesita para ese trabajo. Esta información se la puede dar la Agencia Estatal de Servicios de Empleo, sus consejeros o maestros.

Adquiera tal preparación y destrezas y luego comience a buscar un trabajo.

Sources of Job Openings

1. your local newspaper
2. your teachers and counselors
3. your friends at school
4. your friends at church, on your softball team, in your club, etc.
5. at the State Employment Service
6. at your town's CETA Agency
7. directly from specific firms you are interested in

Fuentes de Información

Sobre Trabajos Disponibles

1. los periódicos de su pueblo
2. sus maestros y consejeros
3. sus amigos en la escuela
4. sus amigos en la iglesia, en el equipo de pelota, en su grupo social, etc.
5. en la Agencia Estatal de Empleos
6. en el programa CETA de su pueblo
7. directamente de las compañías comerciales que le interesan

Check List for Job Hunters

1. Be ready for the interview (find information about the job and the company you are interviewing for).

2. Think of questions the interviewer may ask you.

3. Prepare a resume and bring it with you to the interview. (Do this even if you have already sent a resume to the company).

4. Be on time for the interview.

5. Greet the interviewer.

6. During the interview be honest and frank.

7. Follow the interviewer's lead. In most cases, the interviewer will set the tone and formality of the interview.

8. Be aware of your nonverbal behavior, remember your nonverbal behavior will affect the interviewer as much or more than your verbal answers. Try to maintain eye contact with the interviewer and be enthusiastic and energetic in responding to question.

9. Sell yourself. Let the interviewer know your strong points and qualifications for the job.

10. On the interview, do not ask questions about salary and benefits unless you have been offered the job; stick to just the basic job description.

Lista De Verificación

1. Prepárese bien para la entrevista (busque información sobre la compañía y el trabajo que desea).

2. Piense en las preguntas que usted cree el interrogador le va a hacer. Practique con alguien las respuestas de las preguntas.

3. Prepare un resume y traígalo a la entrevista aunque haya enviado uno por correo.

4. Llegue a tiempo a la entrevista.

5. Salude al interrogador.

6. Sea honesto y franco durante la entrevista.

7. Actúe y compórtese de acuerdo al tono de formalidad empleado por el interrogador.

8. Esté conciente todo el tiempo de su comportamiento físico. Recuerde que su comportamiento físico, al igual que sus respuestas a las preguntas del interrogador, afectará lo que éste piense de usted. Mire al interrogador directamente, actúe y responda a las preguntas con entusiasmo.

9. Dada la oportunidad, esté seguro de que usted le comunica al interrogador sus habilidades y calificaciones.

10. No haga preguntas en la primera entrevista sobre el salario y otros beneficios a menos que no le hayan ofrecido el trabajo. Haga preguntas que tengan que ver con las responsibilidades del trabajo solamente.

Some Questions Asked By Employers During An Interview

I. Training, Experience, and Education
   1. What is your level of education?
   2. What experience have you had which is related to the job you are applying for?
   3. Who have you worked with in the past?
   4. Have you received special training for this type of job? Where? How many years?

II. Job Related Information
   1. Would you be willing to receive additional training at our expense?
   2. Would you be willing to move to another city and/or state if necessary?
   3. Would you be willing to travel as part of your job responsibilities?
   4. When would you be able to start working for us?

III. Skills and Knowledge
   1. What do you know about our company/agency?
   2. What do you know about this type of work?
   3. What skills do you have which will be of value to our company/agency and to you in the fulfillment of this job's responsibilities?

IV. Relationship with Superior and Other Employees
   1. How well do you get along with your superiors?
   2. How well do you usually get along with other employees?

V. Personal Information
   1. Do you have any children?
   2. Are you a U.S. citizen?
   3. How is your health-physically and mentally?
   4. How frequently are you absent from work?
   5. Are you always on time at work?

Algunas Preguntas Que Te Pueden Hacer Durante Una Entrevista De Trabajo

I. Experiencia, Educación y Entrenamiento
   1. ¿Qué educación tienes?
   2. ¿Qué experiencia has tenido relacionada con este tipo de trabajo?
   3. ¿Con quién has trabajado en el pasado?
   4. ¿Has recibido entrenamiento especial para este tipo de trabajo? ¿Dónde? ¿Cuántos años?

II. Disposición Personal
   1. ¿Estarías dispuesto a recibir entrenamiento adicional si nosotros te lo pagásemos?
   2. ¿Estarías dispuesto a trasladarte a otra ciudad o estado si fuese necesario?
   3. ¿Puedes y estarías dispuesto a viajar si fuese necesario?
   4. ¿Cuándo puedes comenzar a trabajar si te ofreciéramos el trabajo?

III. Destrezas y Conocimiento
   1. ¿Qué sabes de nuestra compañía/agencia?
   2. ¿Qué cosas sabes sobre este tipo de trabajo?
   3. ¿Qué destrezas tienes que serían de valor para nuestra compañía/agencia y para ti en el desempeño de tu trabajo?

IV. Relaciones Con Tus Superiores y Otros Empleados
   1. ¿Te llevas bien con tus superiores?
   2. ¿Te llevas bien con los otros empleados?

V. Información Personal
   1. ¿Tienes hijos?
   2. ¿Eres ciudadano(a) de los Estados Unidos?
   3. ¿Cómo está tu salud física y mental?
   4. ¿Faltas mucho al trabajo?
   5. ¿Llegas siempre a tiempo a tu trabajo?

Some Complaints Interviewers Have About Job Applicants

1. Applicants expect too much too soon.
2. They overestimate their worth.
3. They are unrealistic about the amount of work required for success.
4. They possess a low level of information about both the job they are applying for and the company/agency reflecting a lack of preparation for the interview.
5. Often they simply do not communicate well. They cannot speak up or express their ideas well.
6. Many applicants have unkept appearance or are overly nervous, affecting the impression they make on the interviewer.
7. Lack of enthusiasm
8. They do not ask questions about the job.
9. Over emphasis on money

Algunas De Las Quejas Que Los Interrogadores Tienen Sobre Los Solicitantes De Trabajo

1. Los solicitantes esperan demasiado antes de tiempo.
2. Los solicitantes se sobre-estiman más de la cuenta.
3. Los solicitantes no tienen una idea clara de la cantidad de trabajo envuelto en la ocupación que desean.
4. Los solicitantes no saben mucho sobre el trabajo de interés o la compañía/agencia con quien buscan trabajo, lo que indica que no se han preparado bien para la entrevista.
5. Muchos solicitantes de empleo no se comunican ni expresan bien sus ideas.
6. Muchos solicitantes no se preocupan por su apariencia física y se ponen más nerviosos de la cuenta, lo que hace que el interrogador no tenga una buena impresión de ellos.
7. Falta de entusiasmo
8. No hacen preguntas sobre el trabajo.
9. Le dan mucha importancia al dinero que van a ganar.

July 3, 1982

Sample

Mr. Raymond Smith
Personnel Director
Sears Roebuck Corporation
Muncie, Indiana 47304

Dear Mr. Smith:

I would like to be considered for the job as Electronics Service Technician which was advertised in the Muncie Star on July 1, 1982.

I just graduated in June from Indiana Vocational Technical College with an Associate Degree in Electronics. My accumulative GPA was 3.2 on a scale of 0-4. In addition to the experience gained in the classroom, I held a part-time job at Radio Shack Electronics, Muncie, Indiana, during my last year at IVY Tech, which provided me with practical experience in the area of Electronic Service Technician.

I have included a copy of my resume for your information and consideration.

I am looking forward to hearing from you in the near future.

Sincerely yours,

Luisa L. Martinez
1017 W. 17th Street, Apt.3
Muncie, Indiana 48407
(317) 442-5321

Enclosure

Julio 3, 1982

Modelo

Sr. Ramón Forjado
Director de personal
Corporación de Sears
Muncie, Indiana 47304

Apreciado Sr. Forjado:

Quisiera ser considerada para el trabajo de Técnico de Servicio Electrónico el cual fuera anunciado en el Muncie Star el primero de julio de 1982.

Yo acabo de recibir mi grado asociado en electrónica del Colegio Técnico Vocacional de Indiana. Mi promedio académico fue de 3.2 basado en una escala de 4 puntos. Además de la experiencia adquirida en clase, yo trabajé parte del tiempo en "Radio Shack Electronics", Muncie, Indiana, como técnico de servicio electrónico.

Incluso le envío una copia de mi resumé para su información y consideración.

Esperando su respuesta queda de usted

muy respetuosamente,

Luisa L. Martínez
1017 calle 17, oeste, apto. 3
Muncie, Indiana 48407

(317) 442-5321

Remesa incluída

Luisa L. Martinez
1017 W. 17th Street, Apt. 3
Muncie, Indiana 48407

(317) 442-5321

SAMPLE

PERSONAL DATA

Date of Birth:	January 5, 1962
Sex:	Female
Health:	Excellent
Marital Status:	Married, one son

EDUCATION

-Technical Certificate (Electronics), IVY Tech, Muncie, Indiana, 1982
-High school diploma, Muncie Central High School, Muncie, Indiana, 1980

SPECIAL SKILLS

-Speak both English and Spanish
-Type 40 words per minute

EXPERIENCE

July 1981 - June 1982

Worked at Radio Shack Electronics, Muncie, Indiana, as a keypunch machine and calculator repairperson (part-time)

July 1980 - June 1981

Worked at Village Pantry, New Castle, Indiana, as a cashier-service clerk (part-time)

1967 - 1978

Worked as a migrant summer farmworker in Texas, Florida, Michigan, and Indiana

HOBBIES AND INTERESTS

Guitar playing, reading, fishing, horseback riding, traveling, and collecting antiques

REFERENCES

1. Mr. John M. Table, Supervisor, Village Pantry, New Castle, Indiana, 47307, (317) 299-8118

2. Mrs. Mary J. Sumbey, Counselor/Instructor, IVY Tech, Muncie, Indiana, 47305, (317) 298-7117

3. Mr. Frank L. Munut, Personnel Supervisor, Radio Shack Electronics, Muncie, Indiana, 48403, (317) 222-2112

Luisa L. Martínez
1017 calle 17, oeste, apto. 3
Muncie, Indiana 48407

(317) 442-5321

Modelo

INFORMACION PERSONAL

Fecha de nacimiento: Enero 5, 1962
Sexo: Femenino
Salud: Excelente
Estado civil: Casada, un hijo

EDUCACION

-Certificado Técnico en Electrónica, Colegio Técnico Vocacional de Indiana, 1982
-Diploma de Escuela Secundaria, Escuela Secundaria Central de Muncie, Muncie, Indiana, 1980

DESTREZAS ESPECIALES

-Bilingüe en inglés y español
-40 palabras por minuto a maquinilla

EXPERIENCIA

Julio 1981-Junio 1982

Reparador de calculadoras y maquinaria de transcripción, "Radio Shack Electronics", Muncie, Indiana (Parte del tiempo)

Julio 1980-Junio 1981

Dependiente, "Village Pantry", New Castle, Indiana (Parte del tiempo)

1967-1978

Trabajador migratorio agrícola en Texas, Florida, Michigan e Indiana

PASATIEMPOS E INTERESES

Tocar la guitarra, leer, pescar, montar a caballo, viajar y coleccionar objetos antiguos

REFERENCIAS

1. Mr. John M. Table, Supervisor, Village Pantry, New Castle, Indiana, 47307, (317) 299-8118

2. Mrs. Mary J. Sumbey, Counselor/Instructor, IV. Tech, Muncie, Indiana, 47305, (317) 298-7117

3. Mr. Frank L. Munut, Personnel Supervisor, Radio Shack Electronics, Muncie, Indiana, 48403, (317) 222-2112

Indiana State Employment Service

SAMPLE APPLICATION FOR EMPLOYMENT

THERE ARE FEDERAL AND STATE LAWS WHICH PROHIBIT DISCRIMINATION BASED ON RACE, COLOR, SEX, RELIGION, ANCESTRY, NATIONAL ORIGIN, AGE, HANDICAP, VETERAN STATUS, OR NON JOB RELATED FACTORS. THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER. YOUR RESPONSES TO EMPLOYMENT APPLICATION AND INTERVIEW QUESTIONS WILL NOT BE USED AS A BASIS OF DISCRIMINATION. YOUR RESPONSES WILL BE JUDGED ON THEIR RELEVANCE TO THE POSITION YOU ARE SEEKING.

PERSONAL

Name _____ Social Security Number _____
(Last) (First) (Middle)

Address _____ Home Phone _____ Other Phone _____
(Street) (City) (State) (Zip) (Area Code-Number) (Area Code-Number)

Are you under 18 or over 70 years of age? Yes ☐ No ☐ If "Yes," state age _____ If under 18, you will be required to bring proof of age to the interview, if the position o law requires such.

Do you have the legal right to work in the U.S.? Yes ☐ No ☐ What position are you seeking? _____

What date could you start work? _____ Are you available to work full-time ☐ part-time ☐ temporary ☐

Have you any relatives currently in our employ? Yes ☐ No ☐ If "Yes," state name(s) _____

_____

Have you ever been convicted of a felony? Yes ☐ No ☐ If "Yes," give details _____
(Existence of a conviction record will not constitute an automatic bar to employment.)

_____

_____

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? Yes ☐ No ☐ If "Yes," what branch? _____

Date entered active duty _____ Date released or discharged from active duty _____ Was your discharge honorable? Yes ☐ No ☐ If "No," give details _____
(Note: A dishonorable discharge will not constitute an automatic bar to employment; however, by law you would not be entitled to veterans perference.)

_____

Were you discharged because of a disability incurred or aggravated in the line of duty? Yes ☐ No ☐

Do you have a disability rated by the Veterans Administration? Yes ☐ No ☐ If "Yes," what is the percent disability? _____%

PERTINENT HEALTH INFORMATION

Do you have a physical/mental condition which will require special accommodations? Yes ☐ No ☐

Do you have a physical/mental condition which for your safety or the safety of others should be made known to select persons? Yes ☐ No ☐

If you answer "Yes," to either question, please specify the condition and/or the necessary accommodations _____

_____

SAMPLE APPLICATION

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES (LIST BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR)

Name	Address	Business	Years Acquainted

NOTICE: IN SUBMITTING THIS APPLICATION FOR EMPLOYMENT, I AUTHORIZE THIS COMPANY TO INVESTIGATE OR VERIFY ALL INFORMATION CONTAINED IN THIS APPLICATION. I AUTHORIZE ALL PERSONS WHO HAVE INFORMATION RELEVANT TO THIS INVESTIGATION TO DISCLOSE IT TO THE COMPANY OR ITS REPRESENTATIVE. I RELEASE FROM LIABILITY ALL PERSONS WHO DISCLOSE SUCH INFORMATION. SHOULD AN INVESTIGATION BE MADE, I HAVE THE RIGHT TO REQUEST IN WRITING, WITHIN A REASONABLE PERIOD OF TIME, A DETAILED REPORT ABOUT THE NATURE AND SCOPE OF THE INVESTIGATION. I UNDERSTAND THAT OMISSIONS, FALSE STATEMENTS, OR MISSTATEMENTS WITH REGARD TO MY APPLICATION MAY BE GROUNDS FOR DISMISSAL.

_____ Applicants Signature

_____ Date

FOR EMPLOYMENT OFFICE USE ONLY

Date application received _____ Date Interviewed _____

Typing _____ Stenography _____

Other machines _____

Department/Section _____ Position _____

Grade/Level _____ Salary _____

Date of Hire _____

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